

**How to use this Template**

Please use this template for submitting a request for reimbursement. If you would like to submit an invoice for services, please do so using the services invoice template. There is help text above most cells in the spreadsheet.

**For Event Reimbursement and Other Reimbursables:**

- Attach and number all receipts.
- The mileage reimbursement rate is set every year and is automatically calculated in the template.
- Do not enter a mileage rate - template automatically includes IRS rate.
- Sign or type your name in the form where indicated.
- - Submit FIP related invoices and receipts through the FIP Portal. For non-FIP invoices and receipts, submit using instructions provided separately.

.

